



DEPARTMENT OF CORRECTIONS
POLICIES AND PROCEDURES

Policy No.: DOC 3.1.23	Subject: DEPARTMENT FACILITY/PROGRAM TOURS	
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Section 1: Security and Control	Revision Date: May 12, 1998 March 8, 1999	
Signature: /s/ Rick Day, Director	Effective Date: Oct. 1, 1997	

I. POLICY:

It is the policy of the Department of Corrections to provide tours of correctional facilities and programs for selected individuals and groups.

II. AUTHORITY:

53-1-203, MCA. Powers and Duties of the Department of Corrections

III. DEFINITIONS:

None.

IV. PROCEDURES:

A. Purpose of Tours

1. To familiarize legislators, judges, law enforcement, criminal justice personnel and other official visitors with the internal operations of a State correctional facility or program.
2. To provide an opportunity for selected victims of crime to observe the physical security of a correctional facility in order to alleviate their fears associated with the secure whereabouts of offenders.
3. To provide the family members of Department employees with an opportunity to observe the physical setting in which their relatives work.

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4. To provide the media with access to correctional facilities for the purpose of familiarizing them with how these facilities operate, and to provide them with an opportunity to secure approved photographs and film footage for their files.
5. To provide tours for selected members of the general public and higher education who have an acceptable reason to observe the operations of a correctional facility.
6. To provide tours to adult facilities/programs for selected youthful offenders in accordance with local policy.

B. Approval of Tours

Tours for the general public, students, and others without a specific need/purpose to tour, are not standard operating procedure, but will be considered on a case-by-case basis.

1. Requests to tour a correctional facility, or program, should be directed to the facility/ program Public Information Officer.
2. Approvals for tours may be granted by the Director of the Department, Superintendents, Wardens, Program Managers, and facility/program Public Information Officer, but must be coordinated in advance with the facility.

C. Facility/Program Procedures

1. Each facility/program must develop local policy which establishes the procedures for approving and conducting tours. The local policy and procedures must, at a minimum, address the following issues:
 - a. A standard request form developed by the facility must be completed in advance of all tours by the requesting party as required by facility/program policy. The form should include time, date, rationale for the tour, touring participants, ages of participants, group affiliation, warnings regarding potential risk of exposure to offensive or dangerous situations, etc.

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- b. Time lines that must be met for requesting and approving tours.
 - c. Requirements that tours are only to be conducted by experienced officer who are familiar with every area on the tour agenda.
 - d. Provisions that allow the facility/program to restrict certain areas from tours when safety, security, or other program issues are of concern to the administrators of the program.
 - e. Each facility/program policy should establish criteria regarding the number of persons that will be allowed on tour, the ages of the participants, identification requirements, personal property, security entrance procedures, and money allowed to be retained by persons while touring, the time of day that tours will normally be conducted, advanced notice for tour requests, etc.
 - f. Other provisions may also be established in local facility/program policy to address issues that are unique to a particular facility/program.
2. The Department Public Information Specialist must be provided with current copies of all policies and procedures on tours.
 3. Requests for tours directed to a facility/program from any person or group not mentioned in **Purpose of Tours** above may be directed to the Department Public Information Specialist for a determination on whether approval should be granted.

V. CLOSING:

Questions concerning this policy shall be directed to Department, facility or program Public Information Officer or designee.